

CEC 2017 Justification Toolkit

**Make your case to attend the 2017 CEC Convention & Expo,
the only special education professional development event
for all educators servicing every child with no limits!**

CEC 2017 is *your* special education event of the year—featuring over 500 sessions, strands (we’ve taken the guesswork out of planning by grouping sessions together so you get the biggest bang for your bucks), poster sessions, and more!

Making the case for support of travel, funding, and time off to attend CEC 2017 requires a solid understanding of the benefits. The convention is not only an opportunity for you to gain new insights and teaching strategies, but also an opportunity to connect with other special educators.

Early intervention • Assessment
• Accessing the general education
curriculum • Collaboration •
Emerging technology • Legal issues
• Parent engagement • School
climate • Quality conditions •
Workforce development Teacher
evaluation • College and Career
ready • Improved funding • Assistive
technology • Charter schools •
Assistive technology • Discipline



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Experience CEC 2017!

- ✓ **Design Your Own Personalized Educational Experience**
 - Hundreds of sessions on dozens of topics are presented each day, Wednesday through Saturday—**all included in your registration fee.**
 - New this year: Teacher2Teacher presentations from expert leaders, sharing their personal classroom experiences and evidence-based instructional strategies.
 - Visit ceconvention.org to browse sessions and plan your convention schedule using the iPlanner. Data from the iPlanner will follow you on the free convention mobile app and be accessible after Convention.
- ✓ **Instant Community**
 - We've built CEC 2017 around three exciting General Sessions that will bring everyone together for informative and inspiring presentations that you cannot get anywhere else.
 - There's lots of time during the Convention to network with your fellow educators. Many attendees build relationships at the convention that last a lifetime!
- ✓ **Deep-Dive Convention Workshops**
 - All 21 Convention Workshops focus on the critical knowledge and skills you need to help your students succeed—and the topics were identified by special educators just like you!
 - Choose from full and half-day workshops on Wednesday and more half-day workshops on Saturday. (**Note:** Additional fee required.)
- ✓ **Professional Development Hours**
 - Earn up to 23 hours of [professional development hours](#) (PDHs) over the four days for no additional fee!
 - As part of your Convention planning, check with the credentialing authorities in your state to find out how the hours you spend at CEC 2017 can be applied to your certification.
- ✓ **The Latest Technology and Curriculum**
 - The Expo is the place to see, touch, and play with the latest educational products, devices, books, apps, and services. Add time to visit your favorite vendors to your convention schedule.
 - New this year: Learning Labs! Take part in these interactive, hands-on experiences and discussions.

How Much Does It Cost?

CEC offers multiple registration options to fit anyone’s budget. We want you to have access to the best professional development event of the year, in whatever way works for you.

Register early for the biggest savings! Early Bird registration for CEC Members is especially a bargain: four days of training at less than \$100 a day! Can you only spare one day for Convention? Check out our single-day registration and flex pass package! Or gather a group and save together.

Registration Type	Early Bird July 1 – Feb. 2	Advance Feb. 3 – Mar. 17	On-Site After Mar. 17	One Day (Rates per day)	Group Rates (per person, groups of 5 or more)
Member	\$395	\$445	\$495	\$195	\$405
Nonmember	\$515	\$565	\$615	\$295	\$508
Student Member	\$270	\$320	\$370	\$150	\$290

Volunteering is another great way to save—the more you volunteer, the more you save!

- **Early Bird Registration:** <http://www.ceconvention.org/registration-2/>
- **Registration Options:** <http://www.ceconvention.org/registration-options-2/>
- **Volunteer:** <http://www.ceconvention.org/volunteer-2/>
- **CEC Hotels:** <http://www.ceconvention.org/hotels/>

Use the table below to develop a cost estimate for attending the convention.

Expense	Considerations	Cost
Convention registration	<ul style="list-style-type: none"> • Are you a CEC member? • What registration option works for you? • Do you want to add a full- or half-day workshop? 	\$
Travel	<ul style="list-style-type: none"> • How are you traveling to the convention: car, plane, train? • Estimate using a travel service. • Consider your ground transportation in Boston while at the convention. 	\$
Lodging	<ul style="list-style-type: none"> • CEC has negotiated travel discounts and secured reduced-rated hotel rooms to make your trip to Boston affordable. 	\$
Food	<ul style="list-style-type: none"> • How many meals will you need? • Do you have a food per diem? 	\$
Total		\$

Writing a Justification Letter

We're here to help you get support from your principal or administrator to attend CEC 2017 in Boston. You can customize the draft "justification letter" to make the case for your attendance. Please visit the CEC 2017 Convention [website](#) for more information.

Some things to remember (to help you self-advocate)...

- Early Bird registration is a bargain and can save your school or district money.
- You can earn up to 23 PDHs over four days (three days with possible six hours + one day with five hours).
- Identify the sessions you'd like to attend. Discuss the sessions you will attend and explain their value and how they will support your professional development goals—and enrich your co-workers' knowledge, too.
- Convention workshops are a great way to enhance your professional development at the convention—just be aware that they cost extra, and be able to justify the extra expense.
- CEC offers flexible [registration options](#)—attendees can attend one day or every day of the convention.

Justification Letter

Dear <Colleague>,

At the Council for Exception Children (CEC) Convention, special educators at all levels will be brought together to enhance their professional skills, knowledge, and careers. I would like to attend this event, on Wednesday, April 19–Saturday, April 22, 2017, in Boston, to learn best practices and skills to provide a high-quality education for each and every one of my students.

By attending the convention, I will gain valuable knowledge that I will be able to implement as soon as I get back in the classroom. I'll also be able to select sessions that best inform and support my work while making connections with and learning from the experiences of other special educators throughout the convention.

CEC 2017 Convention and Expo provides opportunities for me to:

- Attend sessions focused on the critical knowledge and skills that I need to help my students succeed inside and outside of the classroom.
- Connect with other special educators with whom I can exchange ideas, skills, resources, and practices.
- Earn up to 23 hours of PDH credit.

To meet my professional development goals, I am seeking approval for the registration fees, travel and lodging expenses, and food expenses during the convention. The detailed cost breakdown is listed below. <Insert your expense estimate numbers here>

Convention Registration:

Travel:

Lodging:

Food:

Total estimated convention cost of: <Insert total cost here>

My participation in the convention will complement our school's objective of continual professional development, and I plan to return with resources to share what I've learned with our teachers.

Thank you in advance for your consideration.

Sincerely,

<Your Full Name>

Schedule at a Glance

Tuesday, April 18

Registration
2:00-7:00pm

Wednesday, April 19

Registration
7:00 am – 8:00 pm

Convention workshops
(Full & half day)
9:00 am – 4:00 pm

Concurrent sessions
1:00 – 2:00 pm
2:15 – 3:15 pm
3:30 – 4:30 pm

Opening general session
5:00 – 6:30 pm

Welcome reception in the expo hall
6:30 – 8:30 pm

Thursday, April 20

Registration
7:00 am – 6:00 pm

Second general session
8:00 – 9:00 am

Concurrent sessions
9:45 – 10:45 am
11:00 am – 12:00 pm
1:00 – 2:00 pm
2:15 – 3:15 pm
3:30 – 4:30 pm

Expo hall
8:30 am – 5:00 pm

Exclusive expo time + lunch + prize drawings
9:00 am – 9:45 am (immediately
following 2nd General Session)
12:00 – 1:00 pm

Prize Drawing (must be present to win)
4:30 – 5:00 pm

Friday, April 21

Registration
7:00 am – 5:00 pm

Third general session
8:00 – 9:00 am

Concurrent sessions
9:45 – 10:45 am
11:00 am – 12:00 pm
1:30 – 2:30 pm
2:45 – 3:45 pm
4:00 – 5:00 pm

Expo hall
8:30 am – 2:00 pm

Exclusive expo hours, lunch
12:00 – 1:30 pm

Representative assembly
12:30 – 4:00 pm

Saturday, April 22

Registration
7:00 am – 4:00 pm

Convention workshops (half day)
9:00 am – 12:00 pm

Concurrent sessions
8:00 – 9:00 am
9:15 – 10:15 am
10:30 – 11:30 am
1:00 – 2:00 pm
2:15 – 3:15 pm

Lunch + prize drawings (CEC registration area)
11:30 am – 1:00 pm